



Community Room User Agreement

1. I hereby acknowledge and declare that I:
 - a. Am the sponsor or the authorized agent of the sponsor of the meeting to be held in the Duchesne County Library community rooms.
 - b. Will be present during the entire course of the event.
 - c. Have received and understand the Community Room and Behavior & Library Use policies and will oversee the appropriate use of library facilities by the attendees according to the agreements in them.
 - d. Have reviewed the Community Room Fee Schedule and will pay applicable fees and cleaning deposits before getting access to the Community Room.
2. Requested Date(s): _____
3. Time (Start to End including setup and cleanup): _____
4. Purpose of Activity: _____

5. Anticipated attendance: _____
6. (Check all that apply.) Is the event:

Open to the public? ☐ Free to all attendees? ☐ A meal or party event? ☐
8. Name of Individual/organization agent: _____
9. Name of organization (if an agent): _____
10. Address of individual/agent: _____
11. Phone number of individual/agent: _____
12. Email of individual/agent: _____
13. Signature of individual/agent: _____

Return completed form to Library Director or send by email to dmauchley@duchesne.utah.gov